



## Employment

Thank you for your interest in employment at Canyon Ridge. Click the buttons below to find out more.

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## Human Resource Director

We are currently seeking a Full Time Human Resources Director to support the staff of Canyon Ridge. Our candidate must have previous HR background and be a member and/or regular attender of Canyon Ridge Christian Church.

Title: HR Director

Mission:

The Human Resources Director serves the staff of Canyon Ridge Christian Church by administering processes that recruit, on-board, resource and develop employees that are committed to our mission and live out our values in their staff roles, and provide for staff compensation, benefits and legal requirements with moral and ethical integrity.

Outcomes:

1. (60 days) Gain a working knowledge of Worker's Compensation, health insurance, dental insurance, life insurance, disability insurance, 403b process and accounts, and housing allowance

processes for all staff members.

2. (60 Days) Gain a working knowledge of Staff Evaluations through One Note process, manage staff accountability for filling out monthly conversation documents, and report on compliance to Executive Pastor.
3. (6 months) Work with the Executive Pastor to develop and implement a new employee review system that includes monthly conversations, measurement of objectives and goals, and informs merit bonuses and salary increases.
4. (6 months) Work with the Executive Pastor and Hiring Managers to hit all hiring deadlines by scheduling recruiting, interviewing and hiring for all positions that are currently open for hire. (16 positions, from now through June 1)
5. (Immediate/Ongoing) Maximize the use of the HR support budget that includes but is not limited to moneys for relocation, recruitment, and continuing education to facilitate hiring processes for all open positions.
6. (Immediate/Ongoing) Insure 100% execution of payroll processes in partnership with the Controller.
7. (Immediate/Ongoing) Review and update the Employee Handbook to be 100% compliant with State and Federal fair employment laws, and to be current with CRCC policies and practices including but not limited to Ops Team, Safety Team and Elders policies and practices.
8. (Immediate/Ongoing) Under the direction of the Executive Pastor, serve on the Personnel Team, preparing materials and contributing information and expertise necessary for the discussion and approval of HR policies and practices.
9. (Immediate/Ongoing) Maintain accurate salary and benefit figures and information to support the Executive Pastor in the management of the Personnel Budget.
10. (6 months) Work with the Executive Pastor to develop and execute a new staff on-boarding process that produces 95%+ scores on engagement evaluations from staff in their first 6 months of employment.
11. (12 months/Ongoing) Work with the Executive Pastor to develop and execute a staff engagement plan that produces 4.00+ scores on the Best Christian Workplaces staff engagement survey each year.
12. (immediate/Ongoing) Maintain at least 2 -3 hours every week (and as needed) to meet with staff members for questions, coaching and problem solving. Develop a relationship with staff that is characterized by approachability, trust, wise counsel, and encouragement to live out the values of CRCC.

#### Competency Profile:

"Must Have" skills, experience, leadership capacity:

- Professional experience with HR policy, Salary and Benefit regulations and processes.
- Accurate and punctual in their work.
- Proactive. Sees what needs to be done and takes initiative
- Collaborative leadership. Works with high level leaders and teams
- Global perspective - sees and contributes to the needs of the whole church
- Can both agree with and contribute to our ministry philosophy and vision direction.

"Must Have" character traits, relational skills, spiritual leadership:

- Coachable and approachable. People are drawn to them. Welcoming of feedback from other leaders. Can bring calm and perspective.
- Loves people and invests in their spiritual development.
- Highest level of confidentiality and integrity. Trustworthy.
- Can champion our culture and values. Can't be playing catch up.
- Listens and communicates well.
- Specific calling to Canyon Ridge.

Our candidate must have a minimum 5 years HR background. Preference will be given to candidates with generalist experience.

Please send resume to [afleming@canyonridge.org](mailto:afleming@canyonridge.org) with a letter of intent with why you feel you're a good fit for this position.

[CONTACT US ABOUT THIS POSITION](#)

## Executive Assistant

### Mission:

The Executive Assistant helps the Lead Pastor and Executive Pastor function more efficiently and effectively by providing key administrative support that allows them to focus on critical decision making and execution that determines the direction and strategies of the church.

### Outcomes:

1. (60 days) Gain a working knowledge of Canyon Ridge systems and processes including but not limited to the database, resource request and assignments, financial policies and procedures, and event planning.
2. (60 Days) Gain a working knowledge of calendar control, email processes and phone availability for the Lead Pastor and Executive Pastor.
3. (60 Days) Gain a working knowledge of Executive Team events, meetings schedules, and specific resources needed for each gathering (food, technology, flips charts, markers, information, etc.) Take on the responsibility for assessing, anticipating and providing needed resources for each gathering.
4. (120 Days and Ongoing) In cooperation with the Lead Pastor and Executive Pastor, create the Executive Budgets that serve the needs of the Executive Team and manage it in a way that fully utilizes the funds available and stays within the budget limits.
5. (Immediate and Ongoing) Coordinate staff events (Christmas Party, Staff meetings, Staff Retreats, etc) by adding appropriate vision and creativity to each gathering in a way that gives great honor to the staff and the accomplishes the intent of each gathering.
6. (Immediate and Ongoing) Coordinate logistics and provide all needed resources for Executive planning retreats and meetings, including but not limited to Elders meetings, Elders retreats, Lead Team meetings and retreats, Lead Team One Day planning meetings, and Staff Retreat. Secure

locations and resources that make the planning processes a great experience for those involved and more efficient and effective.

7. (Immediate and Ongoing) Coordinate travel and conference logistics for the Lead Pastor and Executive Pastor in a way that maximizes the effectiveness of their time away and minimizes the impact of their absence.

8. (Immediate and Ongoing) Support the Lead Pastor and Executive Pastor in general administrative tasks related to shepherding and caring for people (Thank you notes, sympathy cards, flowers sent to funerals, etc) and developing and maintaining relationships with relevant people both inside and outside the church (ministry agencies, businesses, vocational associations, etc)

9. (Immediate and ongoing) Represent the Lead Pastor and Executive Pastor in a way that upholds and promotes the values of Canyon Ridge Christian Church and honors God.

### Competency Profile

"Must Have" skills, experience, leadership capacity:

- Professional experience in administration and logistics.
- Accurate and punctual in their work.
- Proactive. Sees what needs to be done and takes initiative
- Organized and accurate with details.
- Congenial. Able to get along with anyone.
- Technology literate.

"Must Have" character traits, relational skills, spiritual leadership

- Coachable and approachable. People are drawn to them. Welcoming of feedback from other leaders. Can bring calm and perspective.
- Loves people and invests in their spiritual development.
- Highest level of confidentiality and integrity. Trustworthy.
- Can champion our culture and values. Can't be playing catch up.
- Listens and communicates well.
- Specific calling to Canyon Ridge.
- Good judgement and discernment.

Experience:

Must have a minimum of 4 years experience as an Executive Assistant.

[CONTACT US ABOUT THIS POSITION](#)

## Worship Leader - Providence

Mission - The Providence Worship leader will lead with excellence and humility at the Providence site in an effort to create an engaging worship experience that brings life to everyone who attends. This person will serve on the Canyon Ridge Global Worship Team; bringing ideas, life, creativity, and at

least one specialized skill set to the team as the whole.

#### Outcomes -

1. (First 3 months) Build relationships and credibility with current volunteers and staff on both our Providence teams and weekend experience teams. Create a culture where volunteers feel valued outside of rehearsal/serving times.  
This includes, but is not limited to, striving to develop and deepen relationships by spending time with people outside of church/rehearsals.
2. (First 3 months) While learning and adapting to the current structure of our weekend teams, begin to identify ways to strengthen and further develop our processes – with specific attention given to Providence.
3. (First 3 months) Recruit and develop site specific musicians and vocalists. Goal should be at least 1 new volunteer a month.
4. (Immediate Expectation) Create meaningful and engaging worship services that have appropriate flow, transitions, ministry moments and creative elements that bring life to Providence. Maximize the collaboration of the global weekend experience team, and campus pastor.
5. (Immediate Expectation) Produce and oversee well thought out and communicated rehearsals/schedules for Providence band/vocalists.
6. (Immediate Expectation) Create and provide resources for volunteers that will help them prepare effectively for rehearsals and the weekend. Including Charts, Mp3s, rehearsal tracks. Empower their teams to lead with confidence and strength each weekend.
7. (3 months) Oversee & steward campus worship resources by maintaining & purchasing equipment, managing budget, and supplies.
8. (Within first 6 months) Oversee and manage production staff and volunteers, increasing those teams by 40% (lighting, sound, CG and set up).
9. (Immediate Expectation) Provide fresh, creative ideas for global weekend experiences.
10. (Immediate Expectation) Attend and help contribute to Providence leadership team meetings.

#### Competencies -

- A knowledge of music and a passion for worship is required. An awareness of current worship music is important and a desire to teach/lead songs that reflect the voice of Providence/Canyon Ridge is imperative.
- Can lead effectively/confidently from an instrument. (More than one is desirable.)
- Must love people and have a heart for developing people: Musically, Personally, Spiritually
- Comfortable leading both musician and production teams.
- Strong interpersonal skills and ability to create/communicate vision.
- First one in, last one out.
- Big picture thinker, but also good with details
- This person should be growing in his/her walk with Christ and sensitive to the leading of the Holy Spirit.
- Spiritual health is a must for this role and will not be sacrificed.
  - This person should be a forward thinker with a pro-active mindset.
- This person is coachable, willing to be led.
- Must have a desire to keep learning.

### Qualifications -

Our candidate will have 3-5 years' of experience leading worship. Must also be a proactive leader of leaders, with the ability to build teams, make disciples and follow the servant leader model of leadership. We are looking for a creative person, who will bring new life and ideas to our team. Our candidate will be coachable and welcome feedback from other leaders.

If you would like to apply for this position please send your resume to [afleming@canyonridge.org](mailto:afleming@canyonridge.org) with worship samples.

[CONTACT US ABOUT THIS POSITION](#)

## Men's Pastor

"This is a position on the Groups Team, with an emphasis on connecting men and making disciples. Must have 5 years experience leading a groups ministry. BA degree preferred.

### MISSION -

To develop and bring life and leadership to an expanding network of Men's Life Groups.

### OUTCOMES -

1. In the first 30 days: Familiarize yourself with the structure of the Groups ministry.
2. In the first 30 days: Familiarize yourself with our Men's ministry leaders (Coaches and Men's Group Director, Wild at Heart, Men's Breakfast, etc.).
3. In the first 60 days: Work with the Communities Pastor to develop a 12-month calendar of next steps for every Ridger and first steps for their friends.
4. In the first 60 days: Work with the existing men's leadership teams, exploring ways to help them accomplish their goals and make their events better.
5. In the first year: Identify and recruit a growing team of Coaches sufficient to provide care for every Life Group Leader in your affinity (ie., 1 to 5).
6. In the first year: Work with the Communities Pastor to launch and sustain an additional 50 Men's Life Groups.
7. In the first year: Collaborate with the rest of the Groups Team to imagine and develop strategies and initiatives that inspire a growing number of men and women to bring a friend, choose community, make a difference, and give generously.

"Must Have" skills, experience, leadership capacity:

- Leader of leaders.
- History of building, organizing, envisioning, and releasing teams.
- Proactive. Sees what needs to be done and takes initiative.
- Collaborative leadership. Works with leaders and teams in other areas.
- Global perspective - sees and contributes to the needs of the whole church, not just their area.
- Can both agree with and contribute to our ministry philosophy and vision direction.

"Must Have" Character traits, relational skills, spiritual leadership

- Coachable and approachable. People are drawn to him. Welcoming of feedback from other

leaders.

- Loves people and invests in their spiritual development.
- History of making disciples (not just team members).
- Can champion our culture and values. Can't be playing catch up.
- History of the servant leader model of leadership.
- Specific calling to Canyon Ridge.

[CONTACT US ABOUT THIS POSITION](#)

## High School Pastor - Lone Mountain

Title: LM High School Pastor

Position Specs: Status: Full Time

Direct Supervisor: Family Pastor

Area: Student Ministries

Mission:

To join Jesus in bringing life to everyone, everywhere, everyday

To make Canyon Ridge a place where families go to get better by developing a thriving High School ministry that partners with parents in discipling their students, points the way for students to follow Jesus to more life than ever before, and produces the next generation of church leaders

Outcomes:

1. (6 mo) Lead the development and execution of strategies that recruit, support, develop and retain disciple-making volunteers at a ratio on 1 adult volunteer for every 6 students.
2. (6 mo) Create systems and environments that ensure every student is connected in a small group that maintains optimum student:leader ratios and encourages them to follow Jesus to more life than ever before.
3. (6 mo) Working in partnership with other ministry leaders, develop systems, teams, and opportunities for students to use their strengths to serve the church and community in increasingly challenging ways. Show 25% involvement of students who participate in The Rising serving in the church at least 2x/month and in the community at least 1x/quarter.
4. (6 mo) Develop and execute systems that connect new families, streamline check in, facilitate baptisms, and train every new and existing volunteer at 100% functionality. (A 'connected family' is one that is following Jesus to more life than ever before by serving, giving, participating in Life Groups, and inviting others consistently.)
5. (3 mo) Lead the process of accumulating, refining, and (if necessary) adding to CRCC's Student Ministry Policy and Procedures Manual.
6. (3 mo) Lead the process to capture and analyze stats and data and use that data to implement change, enhance programs, increase attendance, and assist parents in disciple-making with their students.

7. (6 mo) Develop and execute strategies that “go home” with students, for the purpose of helping parents disciple their students. Show 50% involvement of parents with a disciple-making step for their students/family.
8. (3 mo) Lead the process to create the 2018-2019 High School Ministry calendar with clear rationale for each program and event and an explanation of how each will help students take the next step in their development and how this will make CRCC a place where families go to get better.
9. (Immediate/Ongoing) Ensure 100% compliance to safety procedures and training, and 100% compliance to background checks for volunteers and staff members working in High School Ministry.
10. (6 mo) Develop and execute strategies that will grow the High School ministry by 25% in the 2018-2019 ministry year. These strategies must include opportunities and training that will inspire students to invite friends and have spiritual conversations with their friends.
11. (12 mo) Create engaging weekly environments that gather high school students totaling 5+% of CRCC:LM’s average weekly attendance for worship, teaching, connection, and service by Fall 2019.

#### Competency Profile:

“Must Have” skills, experience, leadership capacity

- Innovation, creativity, and imagination
- History of building, organizing, empowering, and releasing teams
- History of vision casting and inspiring others.

Path for getting there

- Proactive. Sees what needs to be done and takes initiative.
- Global Perspective. Sees and contributes to the needs of the whole church, not just their area.
- Understanding of current trends in student culture and how to utilize them to enable students to join Jesus and bring life
- Understanding of social media and technology students are using how to utilize those things to help students join Jesus and bring life

“Must Have” character traits, relational skills, spiritual leadership

- Coachable and approachable.
- Loves people and invests in their spiritual development
- History of making disciples (not just team members)
- Can immediately champion the CRCC culture and values.
- History of Servant Leader Model of leadership
- Collaborative leadership. Works with leaders and teams in other areas.
- Clear and specific calling to Canyon Ridge and Las Vegas.
- Agreement with CRCC Doctrinal Statement
- Loves working with and spending time with high school students, but more importantly loves working with and developing volunteers who love working with and spending time with high school students

#### Experience:

Must have directly related experience and a passion for leading our Students.



## Middle School Pastor - Lone Mountain

Title: Middle School Pastor

Position Specs: Status: Full Time

Direct Supervisor: Family Pastor

Area: Student Ministries

Mission: To join Jesus in bringing life to everyone, everywhere, everyday

To make Canyon Ridge a place where families go to get better by developing a thriving High School ministry that partners with parents in discipling their students, points the way for students to follow Jesus to more life than ever before, and produces the next generation of church leaders

Outcomes:

1. (6 mo) Lead the development and execution of strategies that recruit, support, develop and retain disciple-making volunteers at a ratio on 1 adult volunteer for every 6 students.
2. (6 mo) Create systems and environments that ensure every student is connected in a small group that maintains optimum student:leader ratios and encourages them to follow Jesus to more life than ever before.
3. (6 mo) Working in partnership with other ministry leaders, develop systems, teams, and opportunities for students to use their strengths to serve the church and community in increasingly challenging ways. Show 25% involvement of students who participate in Middle School weekend services serving in the church at least 2x/month and in the community at least 1x/quarter.
4. (6 mo) Develop and execute systems that connect new families, streamline check in, facilitate baptisms, and train every new and existing volunteer at 100% functionality. (A 'connected family' is one that is following Jesus to more life than ever before by serving, giving, participating in Life Groups, and inviting others consistently.)
5. (3 mo) Partner with the High School Pastor in the process of accumulating, refining, and (if necessary) adding to CRCC's Student Ministry Policy and Procedures Manual.
6. (3 mo) Partner with the High School Pastor in the process of capturing and analyzing stats and data and use that data to implement change, enhance programs, increase attendance, and assist parents in disciple-making with their students.
7. (6 mo) Develop and execute strategies that "go home" with students, for the purpose of helping parents disciple their students. Show 50% involvement of parents with a disciple-making step for their students/family.
8. (3 mo) Lead the process to create the 2018-2019 Middle School Ministry calendar with clear rationale for each program and event and an explanation of how each will help students take the next step in their development and how this will make CRCC a place where families go to get better.

9. (Immediate/Ongoing) Ensure 100% compliance to safety procedures and training, and 100% compliance to background checks for volunteers and staff members working in Middle School Ministry.

10. (6 mo) Develop and execute strategies that will grow the Middle School ministry by 10% in the 2018-2019 ministry year. These strategies must include opportunities and training that will inspire students to invite friends and have spiritual conversations with their friends.

11. (12 mo) Create engaging weekly environments that gather Middle School students totaling 5+% of CRCC:LM's average weekly attendance for worship, teaching, connection, and service by Fall 2019.

#### Competency Profile:

"Must Have" skills, experience, leadership capacity

- Innovation, creativity, and imagination
- History of building, organizing, empowering, and releasing teams
- History of vision casting and inspiring others.
- Ability to paint the picture of what can be and the ability to layout a path for getting there
- People skills. People skills. People skills.
- Proactive. Sees what needs to be done and takes initiative.
- Global Perspective. Sees and contributes to the needs of the whole church, not just their area.
- Understanding of current trends in student culture and how to utilize them to enable students to join Jesus and bring life
- Understanding of social media and technology students are using and how to utilize those things to help students join Jesus and bring life

"Must Have" character traits, relational skills, spiritual leadership

- Coachable and approachable.
- Loves people and invests in their spiritual development
- History of making disciples (not just team members)
- Can immediately champion the CRCC culture and values.
- History of Servant Leader Model of leadership
- Collaborative leadership. Works with leaders and teams in other areas.
- Clear and specific calling to Canyon Ridge and Las Vegas.
- Agreement with CRCC Doctrinal Statement
- Loves working with and spending time with middle school students, but more importantly loves working with and developing volunteers who love working with and spending time with middle school students

#### Experience:

Must have directly related experience and a passion for leading our Students.

[CONTACT US ABOUT THIS POSITION](#)

# Sites Administrative Assistant

This is a part time position - 20 hours per week.

## Mission:

The Sites Administrative Assistant helps the Campus Pastors and Staff function more efficiently and effectively by providing key administrative support. Creates an atmosphere of trust in the proficient handling of the “behind the scenes” details for each Campus.

## Outcomes:

1. (60 days) Gain a proficient working knowledge of Canyon Ridge systems and processes including but not limited to the database, resource request and assignments, room reservations, and event planning.
2. (60 Days) Gain a working knowledge of calendar control, email processes, meeting requests, and ministry team maintenance for the Campus Pastors.
3. (60 Days) Gain a working knowledge of Campus events, meetings schedules, weekend services, and specific resources needed for each gathering. (food, technology, information, etc.)
4. (120 Days and Ongoing) In cooperation with the Campus Pastors, become knowledgeable about Site budgets, budget entry and reports, and check requests.
5. (Immediate and Ongoing) Coordinate and maintain filing of all paperwork as it relates to the Sites (check request receipts, location contracts, credit card receipts, etc.).
6. (Immediate and Ongoing) Attend and record minutes for all Sites Staff Meetings with detailed reports sent to Campus pastors after each of these meetings.
7. (Immediate and Ongoing) Support the Campus Pastors in general administrative tasks related to shepherding and caring for people of each site (Thank you notes, sympathy cards, guest follow-up, etc.)
8. (Immediate and ongoing) Create and development solid relationships with other staff members across departments and all campuses of Canyon Ridge. Provide and seek opportunities to make Canyon Ridge stronger globally as well as at each Campus.

## Competency Profile

### "Must Have" skills, experience, leadership capacity:

- Persistence, tenacity, and willingness to go distance to get something done.
- Accurate and punctual in their work.
- Organized and accurate with details.
- Congenial. Able to get along with anyone.
- Technology literate.

### "Must Have" character traits, relational skills, spiritual leadership

- Welcoming of feedback from other leaders. Brings calm and perspective.
- Team player. Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- Highest level of confidentiality and integrity. Trustworthy.
- Listens and communicates well.
- Good judgement and discernment.

## Experience:

Must have previous Clerical experience in a busy office setting; with excellent computer skills.

[CONTACT US ABOUT THIS POSITION](#)

## Front Desk Receptionist

The offices are open M-F 8AM-5PM – This position must have flexibility to work various 4 hours shifts along with the other two Receptionists for coverage. Hours per week will be approximately 3-4 (4 hours) shifts per week.

\*Customer Service experience is strongly desirable but not required.

### MISSION:

Connects guests and members by being empathetic and attentive to concerns moving them to their right next step in the moment. Has a clear knowledge of events, classes, services, and staff to be a resource for inquiry. Creates a culture of consistent positive customer experience, information, and service that reflects the Canyon Ridge values and 5 Star service.

### OUTCOMES:

- Reception: (Daily) Gives 5 star\* service to every person that comes in the office, calls on the phone, or sends Canyon Ridge digital correspondence. Holds our values of “Connecting, Consistency, Clarity” in high regard when engaging with the needs of our guests.
- Correspondence Follow Up: (Daily) Ensures voice mail messages, social media messages and email inquiries are returned or followed up on within 24 hours of the initial contact. Points guests to the right next step, or person doing their best to eliminate the “middle man.”
- Online: (Daily) Receives, responds and forwards correspondence from [info@canyonridge.org](mailto:info@canyonridge.org). Is an expert navigator on [canyonridge.org](http://canyonridge.org) and attentive to any inconsistency in our digital presence.
- Mail: (Daily) Receives and sorts physical mail, signs for packages, and notifies staff of their arrival. Prepares outgoing mail for USPS, UPS, and FedEx pick-up.
- Coordination: Stays in the loop with the Communications Director to get updates and information about current happenings and key points of interest to support guests. Communicates clearly to other receptions via email/shift change.

### COMPETENCIES:

- (Immediate & Ongoing) Positive, upbeat and good natured attitude, even in difficult situations.
- (Immediate & Ongoing) Coachable and approachable.
- (Immediate & Ongoing) High level of organizational skills.
- Flexibility and being a team player.
- (30 days) Obtains ownership in the role. Proactive. Sees what needs to be done and takes initiative.
- (Immediate & Ongoing) Can both agree with and contribute to our ministry philosophy and vision direction.
- (30 days) Proficient in Microsoft Office. Ability to learn and provide support for VOIP phone system.

- (30 days) Ability to learn and excel in complex data systems.
- (Immediate & Ongoing) Proficiency with various social media platforms desirable.
- Bilingual in Spanish is a bonus.

Please send resume to [afleming@canyonridge.org](mailto:afleming@canyonridge.org) for consideration.

CONTACT US ABOUT THIS POSITION

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### Our Staff

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### Tools

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